

**13. BASIC FUNCTIONS OF POSITION:**

The VIP Protective Agent-in-Charge (AIC) is one of two identical positions that serve as the lead protective security specialist to the Ambassador during all movements and/or events outside of the Chancery compound and the Ambassador's residence. Their primary mission is to protect the Ambassador from harm or embarrassment. They accomplish this through significant training, mission/advance planning, and route/threat analysis. The AICs are expected to avoid, mitigate, or avert all manner of threats to the Ambassador, follow the Embassy's VIP Protective Security Program's Standard Operating Procedure Manual. Any deviation from the SOP requires the program manager's or the RSO or ARSO's approval. They will operate with a great deal of autonomy and are relied upon to make critical split-second decisions with possible serious diplomatic repercussions. Sound judgment and leadership skills are an essential element of this position. Under the direction of the RSO, they provide guidance to a LES security driver and three contracted Protective Security Specialists.

The AICs will work on a rotating basis. The AICs are expected to be flexible, regularly working longer/shorter days, weekends, and special events as needed. Normally, the AICs will work a "day on/day off" rotation 7 days a week. One will work Monday-Wednesday-Friday-Sunday while the other will work Tuesday-Thursday-Saturday. The AICs will coordinate their schedules and leave dates with the Protective Security Program Manager. When the Ambassador is out of the country the AICs will take leave or conduct training. The AICs may be temporarily assigned to other VIPs (DCM, CODEL, etc.) as designated by the Regional Security Office.

**14. MAJOR DUTIES AND RESPONSIBILITIES:**

**50% of time**

1. Provides professional, close personal protection to the US Ambassador, acting COM, or other assigned VIPs while traveling in Ecuador outside the US Embassy or official Residences. Maintains operational command of all elements assigned in support of this protective mission. They will operate independently and be capable of making complex decisions directly affecting the safety and security of the principals entrusted to their security. They will apply standard operating procedures regarding protection tactics, techniques, and procedures to rapidly-evolving situations with the intent of protecting their principal from harm and embarrassment.

**20% of time**

2. Provides guidance for the deployment and utilization of a LES Security Driver, Limo Driver and three contracted Protective Security Specialists during protective security operations for the Ambassador. The AICs are responsible for the initial distribution of personnel and resources to conduct this daily activity as well as other administrative activities. Gathers information from subordinates and relays it in a timely manner to the Local Guard Coordinator and/or the RSO.

**10% of time**

3. Will be required to conduct both formal and informal blocks of instruction to subordinate bodyguards to include but not limited to actions on contact, emergency first aid, crime trends/criminal profiling, offensive/defensive driving, protective formations, advances, baton, defensive tactics, etc. Reports for planned training and training completed will be required on a weekly basis.

**20% of time**

4. Conducts limited administrative duties to include scheduling, accountability of hours worked, and other limited duties.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a) **Education:** Completion of secondary school (high school) or local equivalent required.
- b) **Police or Military Experience:** Minimum 2 years experience in the Ecuadorian National Police, Armed Forces, or private security is required.
- c) **Prior Protection Experience:** Minimum 1 year personal protection experience required. More is preferred.
- d) **Prior Management/Supervisory Experience:** Minimum 1 year- supervisory experience required.
- e) **Post Entry Training:** Incumbents will be given an initial indoctrination course on DS protective standards with practical exercises and supervised OJT. Additional training will include, as time permits, first aid and protective driving.
- f) **Language Proficiency:** Minimum level 1 English (rudimentary) and Level 4/4 Spanish are required (speaking/reading/writing).
- g) **Job Knowledge:** Must know basic and advanced protective security concepts. Must have a thorough working knowledge of Ecuadorian traffic regulations and practices and familiarity with the streets and traffic patterns on major routes within Quito. Must understand the basic concepts and culture of the diplomatic community and its' interface with the Government of Ecuador.
- h) **Skills and Abilities:** Must have a legally-obtained and valid Type "B" driver's license. Must have the ability to use security protective equipment such as batons, pepper spray, bulletproof vests, first aid kits, etc. Be able to communicate security-related decisions and give clear, understandable guidance and commands to principals under their security. Must be physically fit and in excellent general health. Must be tactful, discreet, polite, and capable of functioning under pressure. Must possess a basic, working knowledge of computers and common Microsoft applications.

**16. POSITION ELEMENTS**

- a) **Supervision Received:** From LGC and RSO/ARSO as needed.
- b) **Supervision Exercised:** Under the direction of the RSO, provides guidance to a LES Security Driver, Limo driver and three or more contracted Protective Security Specialists on a daily basis; has simple administrative responsibilities over the same.

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**PROTECTIVE SECURITY SPECIALIST AGENT-IN-CHARGE (AIC)**

Must be able to provide input to host nation security elements on how best to integrate into the security package.

- c) **Available Guidelines:** Manuals, guidelines, instructions received from the RSO office, and knowledge gained from initial training and subsequent refresher training courses.
- d) **Exercise of Judgment:** Must be able to critically evaluate chaotic circumstances in order to mitigate threats to the principal. Must be able to remain calm and think critically in emergency situations, employing resources and personnel to maximize their effectiveness. The incumbent's decisions may have grave consequences for the life of the principal, the lives of their team members, their own life, the lives of innocent bystanders, and possible serious repercussions on diplomatic relations.
- e) **Authority to make commitments:** Generally none (may be reimbursed for costs incurred in extreme emergency situations only).
- f) **Nature, level and purpose of contacts:** Constant working level contacts with local police or security assigned to USG facilities and host nations venues frequently visited by principals. Frequent contact with RSO and subordinate staff members.
- g) **Time expected to reach full performance level:** 1 year